

To: Withdrawing Students

From: The Registrar

Before leaving this campus, take a minute to ask yourself the question “*Am I sure that I have attempted to resolve the problem that is prompting me to leave?*”

- If you have a financial problem, please discuss this with the **Financial Aid Office** or with the **Bursar’s Office**. Even if you decide to leave, you should contact the **Bursar’s Office** in the event that you are due a refund.
- If you have an academic problem, please contact your Advisor, the Chair of your major department, or the Dean of your school to see if your problem can be resolved.
- Our Counseling Center can work with you on any other problem of a more personal nature. Please take the time to discuss your withdrawing with someone from that office.

If after giving this question some thought you decide that withdrawing is in your best interest, you have our complete support.

Return this completed form to the Registrar’s Office unless you are withdrawing for extenuating circumstances.